

Scheduling an Emergency Appointment


Before requesting an Emergency Appointment, you must have already scheduled a regular appointment. Please contact the call center at 7877-7600 or visit www.ustraveldocs.com/ni/

If you do not have a regular appointment scheduled, you will not be able to request an Emergency appointment.

1. Go to ustraveldocs.com and select your country.

2. You will be taken to the following page. Please carefully read the information that applies to your circumstances. Once you are ready to schedule an appointment click the [Apply Now](#) button.

3. You will be taken to this page.

If you are a new user, click “**New user?**” at the bottom of the page. If you already have a login, enter it in the appropriate spaces. You must type in the two words in the “Captcha” feature. If you have difficulty reading them, you may refresh the feature by clicking the circling arrows ().

Once you have successfully entered the online appointment system, you will see your dashboard.

If you have not done so, schedule a regular appointment by clicking “**Schedule Appointment**” in the upper left corner of the screen. Follow the instructions until you select an appointment date from the schedule calendar.

Once you have scheduled an appointment, log out of the online appointment system, and then log back in. You will now see the “**Emergency Request**” option on the left-hand side.

APPLY FOR A U.S. VISA in Ukraine

Home Logged in as stevencoffman62@yahoo.com

[Cancel Appointment](#)
[Reschedule Appointment](#)
[Emergency Request](#)
[Group Scheduling Request](#)
[Appointment History](#)
[Provide Feedback](#)
[Update Profile](#)
[Logout](#)

My Dashboard
My Dashboard lets you track the progress of your visa application from start to finish.
Please select an option.

[Visa Information](#)
KYIV
KYIVAll Others
B1/B2

[Fee Payment](#)
\$160

[Family Details](#)
Members: 0

[Appointment Confirmation](#)
September 13, 2012
08:00

[Change Document Delivery Information](#)
here and there Kyiv N/A
0000

Selecting that option will give you the following instruction page:

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Emergency Request Instructions

Before requesting an Emergency Appointment, please ensure that you meet one of the following criteria.

- **Medical Emergency**
Purpose of travel is to obtain emergency medical care, to accompany a relative or employer for emergency medical care, or to travel to be with a an immediate family member (mother, father, brother, sister, child, grandparent, or grandchild) undergoing emergency medical care in the United States. Required proof: A letter from the doctor who is treating or will treat you or your loved one. The letter must describe the medical condition and the urgency of the situation. You must also present evidence of your relationship to the sick or injured person.
- **Funeral Death**
Purpose of travel is to attend the funeral of or make arrangements for repatriating the body of an immediate family member (mother, father, brother, sister, child) in the United States. Required proof: A letter from the funeral director stating the contact information, the details of the deceased and the date of the funeral. You must also present evidence that the deceased is an immediate relative.
- **Business**
Purpose of travel is to attend to a business matter where the travel requirement could not be predicted sufficiently in advance. Required proof: A letter from the corresponding company in the United States and from the company attesting to the urgency of the planned visit. The letter must describe the nature of the business and the loss if an emergency appointment is not available.

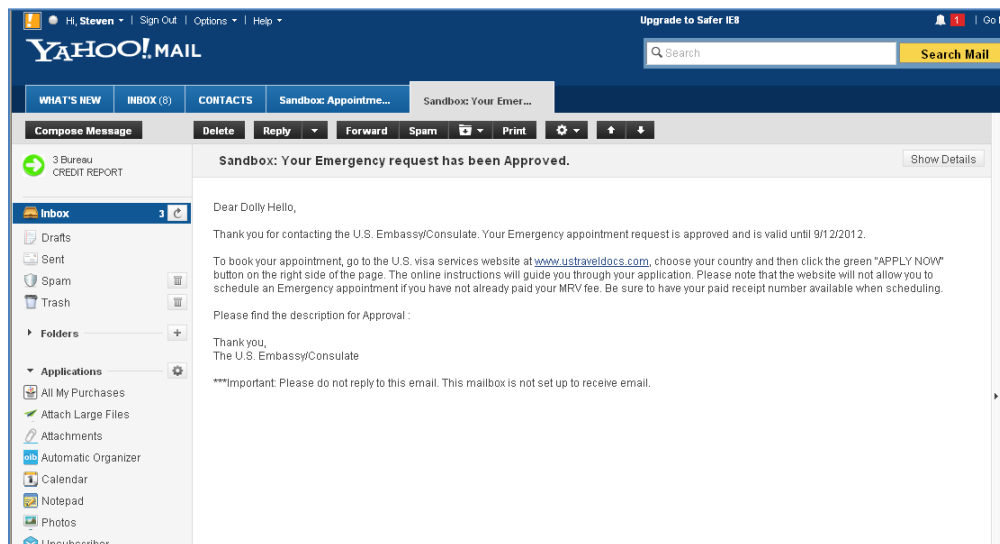
The first available date would be 9/6/2012.
Click [HERE](#) to request an Emergency Appointment

At the bottom of the page the system asks you to “Click [Here](#) to request an emergency appointment”. By doing so you will see the emergency request e-form:

Please fill it out completely. Please note that by scrolling down to the bottom of the page, you will find the option to download one .pdf file which may contain several documents. Once it is filled out click “**Submit**”.

Now you should log out and wait, **at least three business days**, for the consular officer’s email transmitting the decision on your request:

When your request is approved you will receive the following email. Please follow the instructions closely.



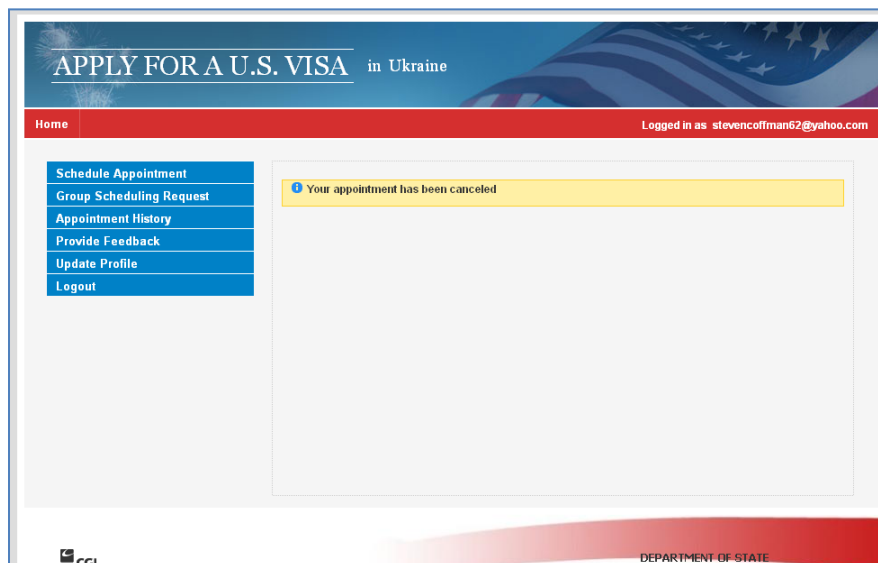
When you log back into the online appointment system you will see the following dashboard:



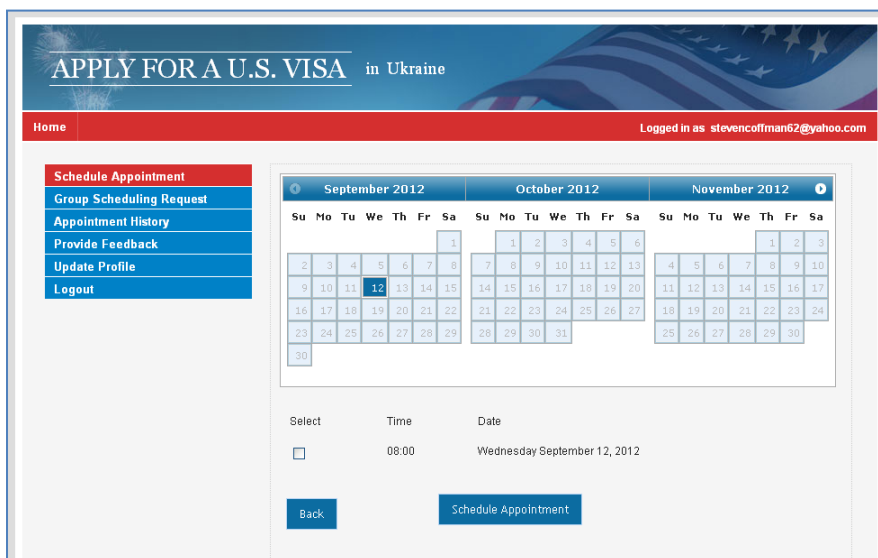
You must now cancel your regular appointment by clicking on “**Cancel Appointment**” and selecting “**Yes**”



You will see the following verification:



Now select “**Schedule Appointment**” and click “**Continue**” through the answers you entered before until you reach the schedule calendar. This will show you the times and dates for the available emergency appointments:



Click on the “**Select**” box and then “**Schedule appointment**”.

You will see the confirmation letter:

Home Logged in as stevencoffman62@yahoo.com

Cancel Appointment
Reschedule Appointment
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Logout

Your appointment has been scheduled.

APPOINTMENT CONFIRMATION

To email the confirmation page as a PDF attachment, please enter your email address in the text box below and click on the 'Email Appointment Confirmation' link below. You may send the appointment confirmation to more than one email address.

Email Id: stevencoffman62@yahoo.i

Email Appointment Confirmation Download Appointment Calendar Printable Version

APPLICANT DETAILS

Applicant Name: Hello, Dolly
Passport Number: xyz12345
Number of Applicants: 1

U.S. EMBASSY DETAILS

You can choose to have the confirmation emailed to you, or print the letter by selecting one of the three options above the Applicant Details section.

You have now successfully scheduled your Emergency appointment.